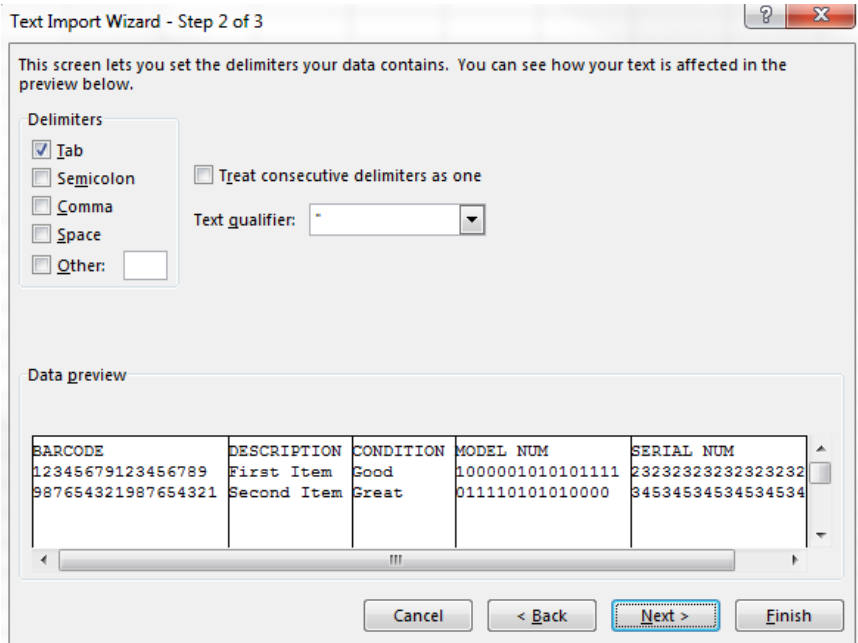


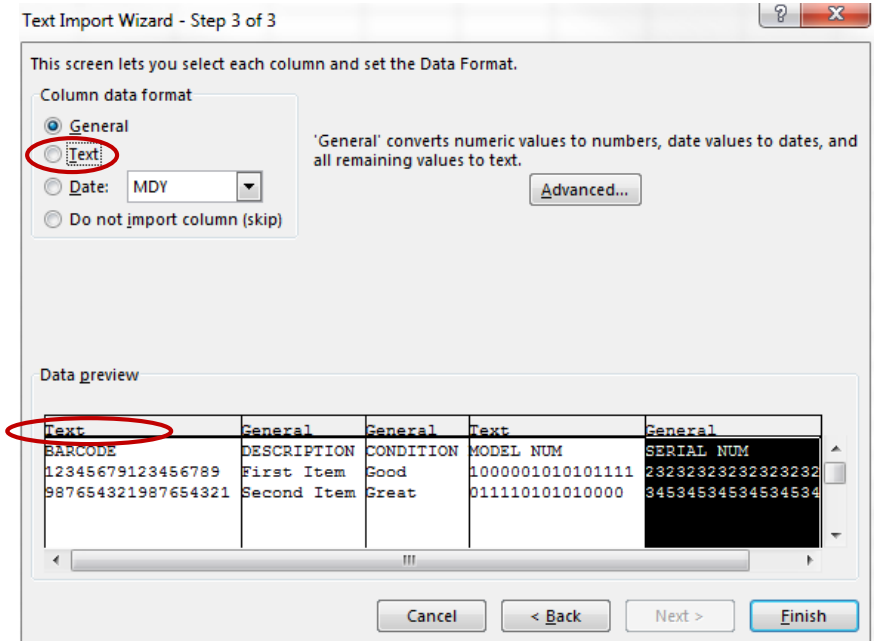


**ELIMINATING SCIENTIFIC
ERROR IN DATA IMPORT**

9. On step 2/3 of the Text Import Wizard, verify that “Tab” is the only checked box. Click “Next”.



10. On step 3/3 of the Text Import Wizard, there needs to be some additional changes to make sure Excel does not switch numbers to scientific notation.
- a. Locate any rows that have large numbers in them.
 - b. Switch from General to Text
 - i. Click on each column
 1. Note that for each column with a large number, you need to make this change separately.



11. Click "Finish" and then click "OK" to verify that you would like the data to be entered into Column A, Row 1.
12. Save the file as an excel spreadsheet. Note that closing and re-opening the file no longer auto-formats to scientific notation. Once the data has been imported using the "From Text" option once, each needed column is correctly set to Text.
13. Make any changes you need to make, but don't forget to first set each new cell used as "TEXT".
14. Save the file as a tab_delimited file.
15. Import tab_delimited files into system.